Kentucky
State Board
For the
Certification
of
Librarians

2001

Kentucky Certification and Recertification Manual For Librarians

Kentucky State Board for the Certification of Librarians
Kentucky Department for Libraries & Archives
P.O.Box 537
Frankfort, KY 40602-0537

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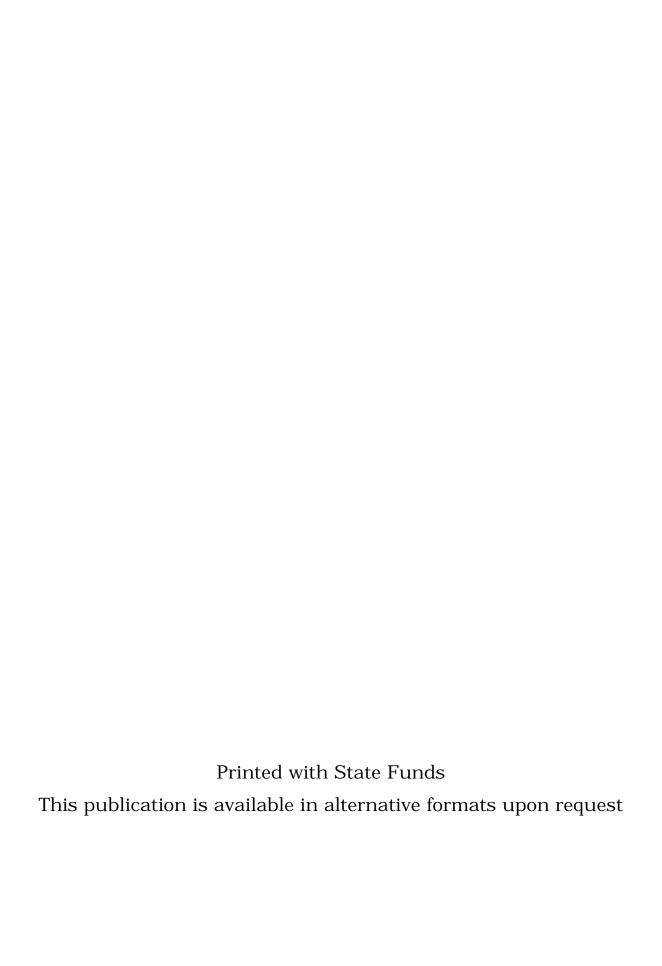


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WHY CERTIFICATION?

The Kentucky State Board for the Certification of Librarians, created by the Kentucky General Assembly in 1938, is required by law to issue certificates to qualified library staff. State law, as well, requires that public libraries in Kentucky be administered and staffed by appropriately certified personnel. The Certification Board believes that library staff must increase their skills and knowledge through continuing education in order to keep abreast of developments in the information age. This, in turn, upgrades the library profession, enriches the individual librarian, and promotes quality library service. Thus, the goals of this certification program are:

- 1. to improve library service throughout the state;
- 2. to motivate public librarians to acquire, maintain, and develop their skills through basic and continuing education;
- 3. to recognize public librarians who, on a continuing basis, update their knowledge and skills in order to provide better library service to their patrons;
- 4. to improve the public image of librarians and libraries;
- 5. to provide guidelines for public library boards and supervisors to use in selecting and retaining personnel; and
- 6. to aid in structuring library educational programs to better meet the educational needs of librarians.

STATUTORY AUTHORITY

KRS 171.230-300

171.230 Application of KRS 171.240 to 171.300.

The provisions of KRS 171.240 to 171.300 shall apply to public libraries as defined in KRS 171.125.

171.240 Board for certification of librarians.

- (1) In the Department for Libraries and Archives there shall be a state board for the certification of librarians, composed of the state librarian and five (5) members appointed by the Governor from a list submitted by the board of directors of the Kentucky Library Association. Two (2) members shall be full-time professional librarians in active public library work, two (2) shall be public library trustees and one (1) shall be a professional librarian from a department or school of library science in a state university.
- (2) The term of office of each appointive member shall be four (4) years. The first appointive member of the board shall be appointed for terms beginning July 1, 1938; one (1) for a term of one (1) year; one (1) for a term of two (2) years; one (1) for a term of three (3) years; and two (2) for terms of four (4) years. Vacancies shall be filled by appointment for the unexpired terms in the same manner as original appointments are made. The members shall receive reimbursement for actual and necessary expenses incurred in attending meetings.
- (3) The board shall hold at least one (1) meeting each year at a time fixed by the board, and such special meetings as may be determined by the board. A chairman and secretary shall be elected at each annual meeting to serve during the ensuing year.

171.250 Certificates of librarianship -- To whom granted.

- (1) The board shall grant certificates of librarianship to applicants who are graduates of library schools approved by the board and shall grant certificates to other applicants when it has satisfied itself that the applicant is qualified for library work. Applicants shall provide such information as required by the board to determine their qualifications.
- (2) The board may issue renewals, determine the positions for which certificates of librarianship shall be required, and may adopt rules and regulations for its own government and for carrying out the purposes of KRS 171.230 to 171.300.
- (3) The board may issue certificates to qualified persons who are serving in libraries not supported from public funds.

(4) Librarians who were in service on May 31, 1938, and served one (1) year prior to such date shall be entitled to receive a life certificate in accordance with their qualifications, without examination, upon the payment of prescribed fee.

171.260 Certificate required.

No library coming under the provisions of KRS 171.230 to 171.300 shall have in its employ, in the position of librarian, or in any other full-time library service position, a person who does not hold an appropriate certificate of librarianship issued by the board.

171.270 Fee for certificate.

The board shall require a fee of not less than one dollar (\$1) nor more than five dollars (\$5) to be paid by each applicant for a librarian's certificate.

171.280 Librarian's certification fund.

The revolving fund established by the branch budget bill, consisting of all moneys collected under the provisions of KRS 171.230 to 171.300 shall be designated as the librarian's certification fund. All money credited to the fund shall be used for the support of the Board for Certification of Librarians, and for the purposes of KRS 171.230 to 171.300.

171.290 Revocation of certificates -- Notice.

In a proceeding to revoke a certificate of librarianship under the provisions of KRS 171.990(2), written notice of the proposed action shall be delivered in person, or forwarded by certified mail, return receipt requested, to the holder of the certificate at his last known post-office address, stating the cause for the contemplated action together with a copy of the charges and appointing a time and a place for the hearing by the board. The hearing shall be conducted in accordance with KRS Chapter 13B.

171.300 Hearings to reconsider applications.

The board shall grant hearings, to be conducted in accordance with KRS Chapter 13B, for the purposes of reconsidering applications and awards if the applicant files with the board, within twenty (20) days of issuance of or refusal to issue a certificate, a petition for a hearing.

171.990 Penalties.

- (7) Any person or library board violating any of the provisions of KRS 171.240 to 171.300 shall be fined not less than ten (\$10) nor more than one hundred dollars (\$100) for each offense.
- (8) The board for certification of librarians may revoke the certificate of any person violating any of the provisions of KRS 171.240 to 171.300, or any of the regulations as established by the board for certification

KENTUCKY ADMINISTRATIVE REGULATIONS

Certification of Public Librarians 725 KAR 2:060

RELATES TO: KRS 171.250, 171.260, 171.270

STATUTORY AUTHORITY: KRS 171.250,171.260, 171.270

NECESSITY, FUNCTION, AND CONFORMITY: KRS 171.260 requires certification of public librarians and other full-time employees. KRS 171.250 requires the board to establish the requirements for certification. This administrative regulation establishes the requirements for certification of public librarians.

Section 1.

Definitions.

- (1) "ALA" means the American Library Association.
- (2) "Board" means the Kentucky State Board for the Certification of Librarians.
- (3) "Continuing education units" or "CEU" means educational offerings that provide credit through a certified program.
- (4) "Full-time" means working more than 100 hours per month.
- (5) "Library information services" means duties performed by library employees that require special skills and knowledge to be performed properly.
- (6) "Library work experience" means employment in a library that includes administration, collection development, technical services, public services, or support for public service areas, and excludes secretarial, custodial, groundskeeping, security, food service, driver, and messenger duties.

Section 2.

Required Certification by Public Library Position.

- (1) A library director serving a population of more than 15,000 shall hold or obtain a Professional certificate.
- (2) A library director serving a population of 15,000 or less shall hold or obtain at least the Paraprofessional certificate.
- (3) An assistant director, bookmobile librarian, branch head, or department head shall hold or obtain at least the Paraprofessional certificate.

(4) All other full-time positions providing library information services as determined by local library policy shall be filled by persons who obtain or hold at least the Library Experience certificate.

Section 3.

Types of Certificates.

- (1) A Professional Certificate I shall be valid for five (5) years, and shall be awarded if an applicant has obtained a master's degree in library science from an ALA accredited library school.
- (2) A Professional Certificate II shall be valid for five (5) years and shall be awarded if an applicant has obtained a master's degree in library science from a library school that has not been ALA accredited.
- (3) A Professional Certificate III shall be valid for five (5) years and shall be awarded if an applicant has obtained:
 - (a) A bachelor's degree with at least twenty-one (21) hours in library science; or
 - (b) A master's degree with at least twelve (12) hours in library science.
- (4) A Professional Certificate IV shall be valid for five (5) years, and shall be awarded if an applicant passed the library certification examination before July 1, 1980.
- (5) A Paraprofessional Certificate shall be valid for five (5) years and shall be awarded if an applicant has completed or obtained:
 - (a) 1. Sixty (60) hours of college training, including at least twelve (12) hours of library science; and
 - 2. Two (2) years of full-time library work experience;
 - (b) 1. A high school diploma or GED;
 - 2. At least fifteen (15) hours of library science; and
 - 3. Five (5) years of full-time library work experience;
 - (c) A bachelor's degree with at least twelve (12) hours in library science; or
 - (d) A master's degree with at least six (6) hours in library science.
- (6) A Library Experience certificate shall be valid for five (5) years and shall be awarded if an applicant has obtained a high school diploma or GED and has completed:
 - (a) Twelve (12) hours in library science;
 - (b) Nine (9) hours in library science and three (3) hours in a related field of study;
 - (c)Six (6) hours in library science and ten (10) years of full-time library work experience; or
 - (d) A bachelor's degree and six (6) hours in library science
- (7) A Professional, Paraprofessional or Library Experience certificate shall be renewed according to 725 KAR 2:070.

- (8) A temporary certificate shall be valid for five (5) years and shall be issued to a person who:
 - (a) Holds a job requiring certification as provided in Section 2 of this administrative regulation; and
 - (b) Does not meet the requirements of Section 2 of this administrative regulation.

Section 4.

Sources of Education for Initial Certification.

- (1) The board shall accept academic credit from college credit courses offered by an institution of higher education, which is accredited by its respective regional association.
- (2) The board shall accept library and information science credits from courses offered by:
 - (a) Graduate schools accredited by the Committee on Accreditation of the American Library Association and these courses shall be approved for all types of certificates:
 - (b) Colleges whose library and information science departments are accredited by their respective regional associations and these courses shall be approved for all types of certificates;
 - (c) Accredited colleges that offer individual library and information science courses and these courses shall be approved for all types of certificates; or
 - (d) Community and technical colleges that offer library or information science courses and these courses shall be approved for Paraprofessional and Library Experience certificates.
- (3) The board shall accept one (1) or more nontraditional sources of education for the Paraprofessional or the Library Experience certificates as follows:
 - (a) A library institute shall be an in-depth program of library and information science developed according to the Approved Guidelines for Library Institutes. The program may be submitted to the board for approval sixty (60) days in advance of implementation. One (1) institute shall substitute for a three (3) hour college level library and Information science course and shall be substituted once.
 - (b) Four (4) CEUs in library topics shall be equal to one (1) three (3) hour college level course, and may be substituted once.

Section 5.

Application for public library certification shall be made to the board by submitting a completed *Application for Certificate of Librarianship*.

Section 6.

A fee of five (5) dollars shall be charged for each certificate issued.

Section 7.

A Professional, Paraprofessional or Library Experience certificate shall be issued to an applicant who meets the requirements and submits the required fee.

Section 8.

Incorporation by Reference.

- (1) The following material is incorporated by reference:
 - (a) Approved Guidelines for Library Institutes, January 29, 1992; and
 - (b) Application for Certificate of Librarianship, January 29, 1992
- (2) This material may be inspected, copied or obtained at the Kentucky Department for Libraries and Archives, 300 Coffee Tree Road, Frankfort, Kentucky 40602-0537, Monday through Friday, 8 a.m. to 4:30 p.m.

KENTUCKY ADMINISTRATIVE REGULATIONS

Certification Renewal of Public Librarians 725 KAR 2:070

RELATES TO: KRS 171.250, 171.260, 171.270

STATUTORY AUTHORITY: KRS 171.250, 171.260, 171.270

NECESSITY, FUNCTION, AND CONFORMITY: KRS 171.250(2) authorizes the board to establish the requirements for certificate renewals for public librarians. This administrative regulation establishes the requirements for certificate renewals for public librarians.

Section 1.

Definitions.

- (1) "Board" means the Kentucky State Board for the Certification of Librarians.
- (2) "Certification renewal point" means a unit of measurement which is the equivalent of ten (10) contact hours of learning activity.
- (3) "Continuing education unit" or "CEU" means educational offerings that provide credit through a certified program.
- (4) "Full-time" means working more than 100 hours per month.
- (5) "Learning activity" means a class, institute, seminar or workshop, that is planned, coordinated, administered and evaluated in terms of learning objectives.
- (6) "Library information services" mean duties performed by library employees that require special skills and knowledge to be performed properly.
- (7) "Library work experience" means employment in a library that includes administration, collection development, technical services, public services, or support for public service areas, and excludes secretarial, custodial, groundskeeping, security, food service, driver, and messenger duties.
- (8) "Professional library association" means an organization of librarians and persons interested in libraries.

Section 2.

Required Certification Renewal by Public Library Position.

- (1) A library director serving a population of more than 15,000 shall renew the professional certificate every five (5) years. Ten (10) certification renewal points shall be accumulated within the five (5) year period.
- (2) A library director serving a population of 15,000 and less shall renew at least the paraprofessional certificate every five (5) years. Ten (10) certification renewal points shall be accumulated within the five (5) year period.
- (3) An assistant director, bookmobile librarian, branch head, or department head shall renew at least the paraprofessional certificate every five (5) years. Ten (10) certification renewal points shall be accumulated within the five (5) year period.
- (4) All other full-time positions providing library information services as determined by local library policy shall renew the library experience certificate every five (5) years. Five (5) certification renewal points shall be accumulated within the five (5) year period.

Section 3.

Types of Certificates.

The following certificates may be renewed for a period of five (5) years:

- (1) Professional Certificate I;
- (2) Professional Certificate II:
- (3) Professional Certificate III;
- (4) Professional Certificate IV:
- (5) Paraprofessional Certificate;
- (6) Library Experience Certificate.

Section 4.

Sources of Learning Activities that Provide Certification Renewal Points.

- (1) The board shall accept job-related coursework or continuing education offerings from an institution of higher education as follows:
 - (a) Classes, institutes, seminars, workshops, conferences, lecture series, or internships; or
 - (b) Courses taken for academic credit.
- (2) The board shall accept activities in a professional library association as follows:
 - (a) Participation in seminars, workshops, conferences or lecture series; or
 - (b) The holding of an association office, with a statement specifying the learning activity and derived educational benefit.

- (3) The board shall accept participation in seminars, workshops, conferences, or lecture series sponsored by the Kentucky Department for Libraries and Archives.
- (4) The board shall accept participation in workshops, lecture series or training programs that shall be documented as job related. These activities may be sponsored by individual libraries.
- (5) The board shall accept self-directed learning activities as follows:
 - (a) Writing reviews of library materials or library-related books, articles, or chapters that are published in statewide, regional or national publications;
 - (b) Editing a library publication with statewide, regional or national distribution;
 - (c) Making a prepared library-related presentation to library staff, library school students or library trustees; or
 - (d) Preparing for and teaching a course, workshop, seminar or institute.
- (6) The board shall require documentation that each learning activity incorporates new subject matter.

Section 5.

- (1) One (1) certification renewal point shall be equal to:
 - (a) Ten (10) contact hours; or
 - (b) One (1) continuing education unit.
- (2) The conversion calculations for a type of activity to the number of certification renewal points shall be determined in accordance with the Certification Renewal Points Conversion Chart.

Section 6.

Application for public librarian certification renewal shall be made to the board by submitting a completed Renewal Application for Certificate of Librarianship.

Section 7.

A fee of five (5) dollars shall be charged for each certificate renewal issued.

Section 8.

Incorporation by Reference.

- (1) The following material is incorporated by reference:
 - (a) Certification Renewal Points Conversion Chart, January 29, 1992; and
 - (b) Renewal Application for Certificate of Librarianship.
- (2) This material may be inspected, copied, or obtained at the Kentucky Department for Libraries and Archives, 300 Coffee Tree Road, Frankfort, Kentucky 40602-0537, Monday through Friday, 8 a.m. to 4:30 p.m.

WHO IS RESPONSIBLE FOR CERTIFICATION?

Certification Board

→ Make-up of the Certification Board

State Librarian

Two full-time professional librarians

Two public library trustees

One professional librarian from a department or school of library science in a state university

→ Appointment to the Board

Staggered terms of four years

State Librarian a permanent member

→ Meetings of the Board

At least once a year

→ Duties of the Board

Reviews questions on the process of certification

Hears appeals on certification and certification renewal matters

Approves classes for certification

Issues and renews certificates

Continuing Education Consultant

→ Duties of the Continuing Education Consultant

Works with the Certification Board

Works with universities and other agencies in the development of

basic and continuing education opportunities

Provides statewide continuing education workshops and programs

Regional Librarians

→ Duties of Regional Librarians

Provide continuing education workshops and programs for individual libraries, trustees, and the region as a whole

Validate Annual Summations for public library staff each year

Field questions regarding the certification process

APPEALS

On rare occasions, an applicant's request for certification or renewal may be denied. Denial may occur because the individual submitted invalid or inadequate academic credentials, or inappropriate or insufficient information about contact hours of continuing education. In this case, KDLA will inform the applicant in writing.

The Certification Board is required to grant a hearing to reconsider applications for certification or certification renewal. The applicant must file a written request for reconsideration within 20 days of issuance or refusal to issue a certificate. The Certification Board, at its next meeting, will review the applicant's file and make a decision. Appeals for hearings should be mailed to:

Chair Kentucky State Board for the Certification of Librarians Kentucky Department for Libraries and Archives P.O. Box 537 Frankfort, Kentucky 40602-0537

WHO NEEDS TO BE CERTIFIED?

Library Directors (full-time or part-time)

Assistant Librarians (full-time or part-time)

Bookmobile Librarians (full-time or part-time)

Branch Librarians (full-time or part-time)

Department Heads (full-time or part-time)

All other full-time employees who provide library information service

New library information service staff who do not hold certification must apply for a Temporary Certificate, which is valid for five years. This five-year period allows staff to fulfill the qualifications needed to obtain the appropriate certificate.

All levels of certification require college coursework in the field of Library Science. In the case of the Library Experience Certificate, one three-hour class in a related field of study may be substituted for one three-hour Library Science course. This class must be directly related to the individual's job. If there is any uncertainty, check with your Regional Librarian before enrolling in a class.

Certificates are valid for five years. Upon expiration, the certificate must be renewed. See page 20 for instructions on certification renewal.

TYPES OF CERTIFICATES

Certificate	***Position	Requirement
Professional I	Library Director serving a population of more than 15,000	Master's degree in Library Science from an ALA accredited library school.
Professional II	Library Director serving a population of more than 15,000	Master's degree in Library Science from a school that is not ALA accredited.
Professional III	Library Director serving a population of more than	Bachelor's degree with at least 21 hours in Library Science;
	15,000	OR
		Master's degree with at least 12 hours in Library Science.
Professional IV	Library Director serving a population of more than 15,000	Applicant passes the Library Certification examination before July 1, 1980.
Paraprofessional	Library Director serving a population of 15,000 or less.	Sixty hours of college training, including at least 12 hours in Library Science, and 2 years of full-time
	Assistant Director	library work experience;
	Bookmobile Librarian	OR
	Branch Head	High school diploma or GED, at least 15 hours in library science, and 5
	Department Head	years of full-time library work experience;
		OR
		Bachelor's degree with at least 12 hours in Library Science;
		OR
		Master's degree with at least 6 hours in Library Science.

TYPES OF CERTIFICATES

(Continued)

Certificate	***Position	Requirement
Library Experience	All other full-time positions providing library information	High school diploma or GED, and at least 12 hours in Library Science;
	service	OR
		9 hours in Library Science, and 3 hours in a related field of study;
		OR
		6 hours in Library Science, and 10 years of full-time library work experience;
		OR
		Bachelor's degree, and 6 hours in Library Science.
Temporary	This certificate provides a grace period to allow employees time to obtain the appropriate certificate. It is not renewable	Applicant does not meet requirements for any other certificate.
		GOOD FOR FIVE YEARS ONLY

^{***} Individual library boards may require a higher level of certification.

LIBRARY EXPERIENCE CERTIFICATE

12 hours in library science

OR

9 hours in library science

AND

3 hours in a job related field of study

OR

6 hours in library science

AND

10 years of library work experience

OR

Bachelor's degree

6 hours in library science

PARAPROFESSIONAL CERTIFICATE

15 hours in library science

AND

5 years of library work experience

OR

60 college hours (including 12 hours in library science)

AND

2 years of library work experience

OR

Bachelor's degree

AND

12 hours in library science

OR

Master's degree

AND

6 hours in library science

PROFESSIONAL CERTIFICATE

Professional I

Master's degree in library science (ALA accredited)

Professional II

Master's degree in library science (Non-ALA accredited)

Professional III

Bachelor's degree and 21 hours in library science

OR

Master's degree

AND

12 hours in library science

Professional IV

Applicant passed the 1980 library certificate exam

HOW TO APPLY FOR CERTIFICATION

STEP ONE



Locate form **Application for Certification of Librarianship.** Refer to Appendix A of this manual or on KDLA's web site at www.kdla.net.

STEP TWO



Complete this form.

STEP THREE



Attach documentation that verifies completion of educational requirements. These may be transcripts for college hours or certificates for Continuing Education Units (CEUs) and/or completion of the Library Institute.

STEP FOUR



Make check or money order for \$5.00 payable to the State Board for the Certification of Librarians.

STEP FIVE



Mail original application to:

Kentucky State Board for the Certification of Librarians Kentucky Department for Libraries and Archives P.O. Box 537 Frankfort, Kentucky 40602-0537



CHECKLIST

Completed renewal application

Transcripts and/or certificates verifying completion of education

Check or money order for \$5.00

STEP SIX



If you do not receive your certificate within 60 days, contact your Regional Librarian.

CERTIFICATION RENEWAL PROCESS

The purpose of Certification Renewal is to ensure that library staff continually update their skills and knowledge. In order to renew a certificate, the following number of Certification Renewal Points (CRPs) must be earned within a five-year period:

Professional Certificate 10 CRPs

Paraprofessional Certificate 10 CRPs

Library Experience Certificate 5 CRPs

The five-year period during which the Certification Renewal Points must be earned begins from the date of the current certificate. Any CRPs earned over the amount required for certification renewal may not be carried over to the next renewal period.

A list of learning activities that will earn Certification Renewal Points may be found on page 22 of this manual. Classes, workshops, and seminars provided by organizations that are not library-related may qualify for CRPs, *if they are job-related*. If there is any uncertainty, check with your Regional Librarian before completing the learning activity form.

HOW TO RENEW CERTIFICATE

STEP ONE Locate form Continuing Education Learning Activity Report. Refer to Appendix A of this manual or on KDLA's web site at www.kdla.net. **STEP TWO** When you have completed a workshop, class, or any other continuing education activity during the 5-year period prior to certification renewal, complete this form and attach documentation that verifies your attendance. Save these for your records. **STEP THREE** Locate form Annual Summation of Learning Activities. Refer to Appendix A of this manual or on KDLA's web site at www.kdla.net. STEP FOUR Once a year, complete the Annual Summation, attach supporting documentation, and send to your Regional Librarian. STEP FIVE Your Regional Librarian will validate items on your Annual Summation, and return to you the Annual Summation. Learning Activity Reports, and supporting documentation. **Note:** Your Regional Librarian may not keep copies of this information, so it is imperative that you retain all copies for vour files. **STEP SIX** Locate form Renewal Application for Certificate of **Librarianship**. Refer to Appendix A of this manual or on KDLA's web site at www.kdla.net. STEP SEVEN At the time of your certification renewal, complete this form.

Attach relevant Annual Summations (originals) which have been validated by your Regional Librarian. Do not attach Continuing Education Learning Activity Reports at this stage.

STEP EIGHT

STEP NINE



Make check or money order for \$5.00 payable to the State Board for the Certification of Librarians.

STEP TEN



Mail application to:

Kentucky State Board for the Certification of Librarians Kentucky Department for Libraries and Archives P.O. Box 537 Frankfort, Kentucky 40602-0537



CHECKLIST

Completed application

Annual Summations validated by your Regional Librarian

Check or money order for \$5.00

STEP ELEVEN



If you do not receive your certificate within 60 days, contact your Regional Librarian.

WHAT COUNTS TOWARD CERTIFICATION RENEWAL?

The unit of measurement used to calculate eligibility for certification renewal is the *Certification Renewal Point (CRP)*. Contact Hours represent an estimate of the actual hours spent in pursuit of continuing education.

Ten contact hours are equivalent to one CRP. Also, a CEU, which may only be awarded through a university, is the equivalent of one CRP for the purposes of certification renewal.

LEARNING ACTIVITY	UNIT OF MEASURE	CONTACT HOURS	CRPs
Graduate Course	Semester credit	25	2.5
Undergraduate Course	(per credit hour) Semester credit	20	2.0
Undergraduate Course	(per credit hour) Quarter credit	13.4	1.34
Workshop	(per quarter hour) 50-75 minutes	1	0.1
Conference Program	50-75 minutes	1	0.1
ALA Officer/Director	1 year of service	10	1.0
ALA Committee Chair	1 year of service	5	0.5
SELA Officer/Committee Chair	1 year of service	3	0.3
KLA Officer/Section Chair	1 year of service	5	0.5
Writing Reviews	1 review	2	0.2
Writing Books Single author Co-author	1 book 1 book	40 20	4.0 2.0
Writing Articles Single author Co-author	1 article 1 article	10 5	1.0 0.5
Writing Book Chapters	1 chapter	15	1.5
Editing Book Editing Journal	1 book 1 year of service	10 5	1.0 0.5
Presentation	50-75 minutes	2	0.2
Teaching	50-75 minutes	3	0.3
Library Institute	2 weeks	At least 45 hours	4.5

APPENDIX A

LIBRARY INSTITUTE

A Library Institute is an in-depth program of study in the field of library and information science provided by an institution of higher education or the Kentucky Department for Libraries and Archives. Its purpose is to provide an opportunity for serious study of a library topic or series of topics, even if the providers are unable to grant college credit for the work. At the same time, participants are given the opportunity to develop a network of colleagues.

The institute must be designed and supervised by an MLS degreed librarian. The Board must approve each institute at least sixty (60) days in advance of implementation. In order to receive approval, the following must be submitted: a description of the program, a course outline, course objectives, competencies expected of students participating in the institute, a list of resources to be used, qualifications of the instructor and planned activities. The method of determining successful completion of the institute must be included.

Each participant shall complete a formal evaluation of the institute. The institute administrator will provide proof of successful completion of the institute to participants.

The time frame for such institutes is normally two (2) consecutive weeks. Each institute shall require forty-five (45) contact hours. Successful completion of one (1) institute may substitute for one three (3) hour college course toward initial Paraprofessional and Library Experience Certificates. Participation in one or more institutes will earn Certification Renewal Points on all certification levels.

APPENDIX B

HISTORY OF CERTIFICATION IN KENTUCKY

- In cooperation with the Kentucky Library Commission, the Legislative Committee and the Library Survey Commission of the Kentucky Library Association work on a certification bill.
- 1938 The Librarian's Certification Bill is introduced in the General Assembly by Senator Leer Buckley of Lexington and by Representative Hugh Porter of Richmond.

Governor A. B. Chandler signs the Bill into law.

State Board for the Certification of Librarians is established by act of the legislature.

The Certification Board issues Prior-Service Life Certificates to eligible professional librarians.

- **1939** KLA President, Lena B. Nofcier, calls the Certification Board for its first ever meeting at the Louisville Public Library.
- A 16-page *Certification Bulletin* consisting of the law, the rules and regulations, and the scheme of graded certificates (A, B, C, and D) is printed.

Year of enforcement when all libraries coming under the Act are expected to have in their employ, persons who hold Certificates of Librarianship.

- Day-long examinations are held in Frankfort for library assistants who have had experience, but little or no formal library training.
- 1949 Grade A certificate holders are issued Life Certifications upon presenting evidence of at least three years of satisfactory library experience.
- **1972** The General Assembly deletes examinations from the Statutes.

1980 Certificates A, B, C, and D are abolished in favor of the Professional certificates.

The Certification Board adopted the Paraprofessional certificate as a third level of certification.

A revised *Kentucky Library Certification and Recertification Manual for Librarians* is adopted by the Certification Board and formally presented at the Annual KLA Fall Conference in Paducah.

The Certification Board unanimously votes that no certificates will be issued to those over the age of 70.

- 1991 A curriculum of 13 community college library science courses are approved by the Community College Council in 1990 and adopted for implementation by the Certification Board.
- 1992 The Kentucky Certification and Certification Renewal Manual for Librarians is printed to include changes in certification regulations.
- Two joint sessions of public library directors, Field Services Division professional librarians, and the Certification Board meet in Frankfort to discuss concerns.
- **1998** The Certification Board votes to accept 12 recommendations made by the Manual Revision Committee.

Certification Board receives an Attorney General's opinion regarding certification criteria for part-time and/or full-time employees.

2000 Regulations for state certification are amended and a committee begins work on revising the manual.

APPENDIX C

GLOSSARY / ACRONYMS

Accredited college or university One that qualifies for membership in regional association that accredits colleges and secondary schools.

Accredited library school One that meets requirements set by ALA for graduate library education programs.

ALA American Library Association.

Annual Summation Of Learning Activities Form submitted once per year to your KDLA Regional Librarian which summarizes continuing education activities for the given year and calculates the number of CRPs accumulated.

Board Kentucky State Board for the Certification of Librarians.

Certification renewal point (CRP) Unit of measurement used for learning activities for the purpose of certification renewal. One CRP is equal to ten contact hours or one CEU.

CEU See Continuing Education Unit.

Continuing education unit (CEU) A measurement used for learning activities which are offered through accredited institutions, such as universities. One CEU is equivalent to one CRP for the purpose of certification renewal.

CRP Certification Renewal Point.

Full-time Employed in a library more than 100 hours per month.

KDLA Kentucky Department for Libraries and Archives. Agency charged with administration of the certification of public librarians.

Learning activity A class, institute, seminar or workshop, that is planned, coordinated, administered and evaluated in terms of learning objectives.

Continuing Education Learning Activity Report Form to be completed after each workshop, class, conference, or other learning activity which summarizes the activity. Completed forms are submitted once a year along with the Annual Summation of Learning Activities to your KDLA Regional Librarian.

Library information services Duties performed to provide library service that require special skills and knowledge. Each library board should determine which jobs done in that library are "library information services" jobs. Some examples are cataloging, reference, children's and adults' reader services, programming, management, and library technology; however, this list is not inclusive.

Library institute An in-depth program of study in the field of library and information science provided by an institution of higher education or KDLA. Full description of a Library Institute may be found on page 29 of this manual.

Library work experience Employment in a library that includes administration, collection development, technical services, public services, or support for public service areas. Positions such as secretarial, custodial, groundskeeping, security, food service, driver, and messenger do not fall under this category.

Part-time Employed in a library fewer than 100 hours per month. For the Library Experience and Paraprofessional Certificates, years of part-time library work experience are calculated on a prorated basis.

Professional library association An organization of librarians and persons interested in libraries. Examples include American Library Association and Kentucky Library Association.

Related field of study Area of study other than Library Science. For the Library Experience Certificate, one 3-hour course in a related field of study may be substituted for one 3-hour Library Science course. This course must be directly related to the applicant's job duties.

Renewal Process through which certification is maintained. Certificates must be renewed every five years, and ten CRPs must be accumulated within the five (5) year period in order to qualify for renewal.

Sponsor The provider that plans and/or delivers a workshop, institute, class, or other continuing education program.

APPENDIX D

FORMS

The following forms will be used during the certification process:

Application for Certification of Librarianship

Renewal Application for Certificate of Librarianship

Continuing Education Learning Activity Report

Annual Summation of Learning Activities

The forms in this manual may be reproduced. These forms are also available on KDLA's web page at www.kdla.net.



Application for Certification of Librarianship State Board for the Certification of Librarians Kentucky Department for Libraries and Archives

APPLYING FOR: ☐ Professional I ☐ Professional II ☐ Professional III ☐ Professional IV ☐ Paraprofessional ☐ Library Experience ☐ Temporary							
Enclose the re Kentucky Stat Attach transcr received. Keep copies f Mail original for State Boar 300 Coffee P.O. Box 5	th pages of this form. Equired fee of \$5.00 mage. The Board for the Certification of Land to the Certif	ation of Librarians. ege credit ures to:	For State Certificate Certificate Num Valid from:	ber:			
Name:	Name:						
Home Address: Street City State Zip Library Where Currently Employed:							
Address	City	State	Zip	Cou	nty		
Highest Grade Completed: GED / High school (Circle one) 9 10 11 12			College 1 2 3 4		duate		
	School	Address	Dates Attended	Graduation Date	Degree		
Graduate				_ 3.0			

	School	Address	Dates Attended	Graduation Date	Degree
Graduate					
Undergraduate					
Vocational Technical					
Other					

LIBRARY WORK EXPERIENCE: List below in chronological order library positions you have held. Begin with the most recent.

Name of Library	Address	Position	Hours worked per month	Starting Date	Ending Date
CURRENT POSITIO		irector (county por		•	
(check one)		irector (county pop ssistant Librarian	oulation of 15,	000 or less)	
	Bı	ranch Head			
		ookmobile Libraria ther Full-time Pers			
	0	unor i un unio i orc	JOI II ICI		
	ne above information is ents may result in denia				I understand
	,				
Applicant Signature		_	Date		
I have reviewed this application and certify that the answers are correct so far as they pertain to this library.					
		_			
Signature of Library Dir President of County Lib			Date		



Renewal Application for Certification of Librarianship

State Board for the Certification of Librarians Kentucky Department for Libraries and Archives

INSTRUCTIONS:

Complete this form.

Enclose check or money order fee for \$5.00 payable to the State Board for the Certification of Librarians.

Attach Annual Summation of Learning Activity Reports verified by your Regional Librarian Attach all transcripts and grades of college credit received.

Keep copies of forms for your files.

Mail original form with original signatures to:

State Board for the Certification of Librarians 300 Coffee Tree Rd.

P.O.Box 537

Frankfort, Kentucky 40602-0537

Other Full-time Personnel

For State Certification use only
Approved for renewal
Certificate Type
Certificate Number
Validto

Name:			SS#		
Last	First	Middle			
Home Address:					
	Street	City		State	Zip
Library Where Curre	ntly Employed:				
Address	City	State	Zip		County
Current Position H (check one)	eld:	I hereby certify			
Director (county	population over 15,000)	including attach best of my knov		true and	i correct to the
Director (county	population 15,000 or less)				
Assistant Librari	an	Applicant Signatu	ıre		
Branch Head		Applicant Olynate			
Bookmobile Libr	arian	Date			



Continuing Education Learning Activity ReportState Board for the Certification of Librarians

Kentucky Department for Libraries and Archives

INSTRUCTIONS:				
 Complete this form after each continuing education activity. Attach documentation that verifies your attendance. Keep copies for your records. Each year, submit to your Regional Librarian with the Annual Summation of Learning Activities. Do not submit this form to the State Certification 		I hereby certify that information provided below, including attachments, are true and correct to the best of my knowledge. Signature of Participant		
Name:				
Last	First		Middle	
Library Where Currently Em				
Address	City	State	Zip	County
Date of Activity (m/d/y)				
Topic/Title				
Presenter				
Sponsor				
Location				
Total CRP's Awarded				
Give a brief description of acti	vity as it relates to your pre	esent position	and/or caree	r advancement:



Annual Summation of Learning ActivitiesState Board for the Certification of Librarians

Kentucky Department for Libraries and Archives

INSTRUCTIONS: Complete this form annually. Attach Learning Activity Reports with supporting documentation.		I hereby certify that information provided below, including attachments, are true and correct to the best of my knowledge.			
Regional Librarian. Your Regional Librarian will validate and return all documentation to you. File carefully until ready to apply for renewal of certification.		Date Signature of Regional Librarian			
Name:	First	Middle	SS#		
	Currently Employed:				
Address	City	State	Zip	County	
Date(s) of Activity D/M/Y	Name/Title of Professiona	ne/Title of Professional Activity		For Regional Use only	
	Enter Total Certification Renewal Poi	nts Earned			